



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Accountant  
**Type of vacancy:** Multiple  
**Opening date:** March 27, 2017  
**Closing date:** April 09, 2017  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-10  
**Vacancy announcement #:** USAID/306/17/30/OFM

**Female candidates are strongly encouraged to apply**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as an **Accountant** under a personal services contract, as described in this solicitation.

## **BASIC FUNCTION OF THE POSITION:**

The position is part of the accounting section reporting to the Chief Accountant within the Office of Financial Management (OFM). The incumbent is responsible for maintaining, reviewing, reconciling, and balancing accounting records and systems for various types of USAID/Afghanistan OE & Project funds. These include grants, the preparation of periodic and special reports, and the provision of advice and financial information to project borrowers, grantees, and contractors. The incumbent directly reports to the Chief Accountant and indirectly to the Deputy Controller or designee.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **1. Advice, analysis and periodic tasks to include:**

- Provides advice to the Technical Offices' personnel on all types of accounting transactions.
- Conducts 1311 reviews, advises the Chief Accountant and Deputy Controller or designee on the status of unliquidated obligations and maintains list of planned de-obligations and upward adjustments.
- Processes requests for closeouts, performs all the necessary activities to ensure proper processing of closeouts and advises Chief Accountant and Contract Officer Representative (COR) on de-obligations of funds; coordinates actions with Financial Analysts.
- Produces sampling of the Technical offices' project accrual files periodically (at least quarterly); reports to the Chief Accountant and Deputy Controller on findings and recommends actions for improvement.
- Performs SF1221/SF224/6653 reconciliation; records in Phoenix all OE and project disbursements and advances based on United States Disbursing Officer (USDO) statements; takes follow up actions to clear all unreconciled items.

- Closely coordinates reconciliation activities with all the involved OFM staff; in coordination with the voucher examiners, researches, initiates and processes all the required corrective transactions.
  - Establishes contacts with the local bank and Bangkok Financial Service Center personnel to resolve difficulties in processing all disbursements and collections.
  - Processes IPACs received from USAID/Washington and other USAID Missions; assists Chief Accountant in clearing IPACs in an automated accounting system (Phoenix); provides input to SF-224 reporting.
  - Maintains cuff records to track Travel Authorizations, Modified Acquisition and Assistance Documents (MAARDs), Refreshment Memos, Journal Vouchers, Trip Requests, SF-1081s, and other accounting transaction documents.
  - Issues and processes Bills for Collection in Phoenix and maintains the Accounts Receivable files.
  - Serves as back up for maintaining the electronic files for accounting transactions.
  - Assists the Chief Accountant in compiling and producing documentation for accounting transactions required during the GMRA audit and/or data call requests from AID/Washington.
2. The incumbent performs project accounting operations utilizing an automated accounting system (Phoenix) that controls and reports on all program activities; requires the application of professional accounting principles and practices in the maintenance of the system; assures that effective accounting systems are in place to cover all USAID/Afghanistan programs. USAID/Afghanistan's operating year budget (OYB) averages more than \$900 Million. The incumbent resolves ongoing difficulties in processing commitments, obligations, sub-commitments, sub-obligations, advances, and disbursements of program funds; ensures that all types of transactions in the project accounting system (i.e. budget, acquisition, accounts payable, bills for collection, and accrual sub-systems) are correct; establishes efficient monitoring of program funds and advances; advises the Chief Accountant on the status of all program-funded grants.
  3. Accounting Reports: The incumbent prepares required reports and special reports from information available for a variety of users including the Controller and Chief Accountant, USAID/Washington, Mission management, and project officers. In coordination with the Chief Accountant develops, analyzes, and issues all internal reporting of project accounting; ensures the completion and accuracy of all reports (e.g., determines that commitments, obligations, disbursements, and accruals are correct). In conjunction with the Chief Accountant, Financial Analysts, project officers, and grantees, the incumbent develops special reports from the accounting system database to assist in program management of funds made available to the USAID/Afghanistan program.
  4. The incumbent serves as backup to any accounting section member during his/her absence; serves as backup to the reconciliation of transactions issued by Treasury Department Financial Center in Kansas City; performs non-recurring tasks as required by the Chief Accountant, such as a one-time report, or conducts transaction analysis of a project.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** A Bachelor's degree the field of Accounting, Finance, or Business Administration. (Educational requirement must be met at the time of application for the subject position).

**Work Experience:** The incumbent must have a minimum of five years of progressively responsible experience in professional accounting or auditing of which at least one year in the accounting/vouchering areas is required. (Work experience requirement must be met at the time of application for the subject position).

**Language:** Level IV (Good working knowledge) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari and Pashto is required. (English language ability will be tested).

**Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices and the ability to quickly acquire knowledge of laws, regulations, and procedures governing USAID financial management is required. The incumbent must have the ability to quickly acquire USAID organization and operations as well as USAID project policies and processes.

**Skills and Abilities:** The incumbent must be able to analyze accounting processes and identify practices and procedures that require correction or modification; must be able to formulate recommendations for maintaining specialized segments of accounting systems in a high state of efficiency. The incumbent must be able to communicate effectively with non-accounting personnel in explaining accounting requirements and potentials.

#### **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Accountant (OFM 1730).**

**ANY/ALL application submissions received after the closing date of April 09, 2017 will not be considered.**

#### **REQUIRED DOCUMENTS:**

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**  
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>  
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vitae**

### **IMPORTANT:**

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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ALL ETHNIC GROUPS AND GENDERS ARE URGED TO APPLY**